

**Caplio\***

# ***RICOH Gate***

*for Windows*

## **Operation Manual**

### **English**

To ensure correct use of the product, read this manual carefully before use. Keep the manual handy for future use.



# Introduction

Thank you for purchasing a Ricoh product.

This manual explains the correct handling procedures and precautions for the product. To ensure the best performance from the product, please read the manual carefully before using the product. Keep the manual handy for future reference.

Ricoh Co., Ltd.

## Important

- Be sure to make a backup copy of important data. Data may be lost in the event of misoperation by the user or malfunction of the product.
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- Ricoh Co., Ltd. assumes no liability for damages caused by failure of the product, damages incurred due to loss of text or data, or any other damages arising from use of the product.

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# What You Can Do Using This Software

## **Save files easily in the camera (Caplio RR10)**

You can use the START key on the RICOH BASE to save files in the PC.

## **Download images, voice memo and motion pictures and transfer files to the camera**

By connecting the camera to a PC, you can download recorded images, voice memo and motion pictures onto the PC, and you can also transfer MP3 files, images, voice memo (WAV files) and motion picture files (AVI files) stored in the PC to the camera.

## **Choose the format of image files downloaded from the camera**

You can specify the format of image files (EXIF 2.1, JPEG, BMP, TIFF or PNG) downloaded from the camera to suit your requirements.

## **Change the size of images downloaded from the camera**

You can change the size of image files downloaded from the camera to suit your requirements.

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# Reading the Manual

This section explains the contents of each operation manual, how to read this manual, and the meanings of the symbols used in this manual.

## ■ How to read each operation manual

### For Windows Users

#### **RICOH Gate for Windows (this manual)**

**Read this manual first**

- ▶ This manual explains how to install the necessary software, how to connect the camera to the PC, and how to use RICOH Gate to transfer files between the camera and the PC.

### For Macintosh Users

#### **RICOH Gate for Macintosh**

- ▶ This manual explains how to install the necessary software, how to connect the camera to the Macintosh, and how to use RICOH Gate to transfer files between the camera and the Macintosh.

### How to Use the Camera

#### **Caplio RR10 Camera Operation Manual (Digital Camera)**

- ▶ This manual explains the operation procedures, from the preparations that are required before using the camera to using the various functions to record and play back files.

## ■ How to read this manual

### To be read without fail

**To install the necessary software**

▶ ***Chapter 1 Preparing the Software***

Before you can use RICOH Gate, you need to install the software. This chapter explains about the software recorded on the CD-ROM supplied with the camera.

**To connect the camera to a PC**

▶ ***Chapter 2 Connecting the Camera to a PC***

This chapter explains how to connect the camera to a PC.

**To use RICOH Gate**

▶ ***Chapter 3 Using RICOH Gate***

You can save recorded images in the PC, or save images stored in the PC in the camera. You can also make an index print of images stored in the PC.

### To be read as required

**When you want to know how to use other functions or to look up the list of menus, etc.**

▶ ***Appendix***

The appendix explains how to use motion picture files with other application software and contains a list of menus.

## ■ Meanings of Symbols

The meanings of the symbols used in this manual are as follows.



This indicates points or restrictions relating to operation requiring your attention.



- If the installation of the software has ended incomplete, restart Windows before reinstalling it.



This indicates a supplementary explanation of the operation concerned or points you should know.



- If the camera is not correctly connected to the PC, a message will be displayed. Check the connection.



This indicates the reference page for the function or operation concerned in this manual.

▶ See “*System Environment*” (p.10)



This indicates information it is useful to know.

**The examples of screen displays used in this manual are taken from Windows 98.**

**The examples of RICOH Gate screen displays are in the case of the background illustration pattern being set to Basic.**

**The Caplio RR10 is referred to as “the camera” in this manual.**

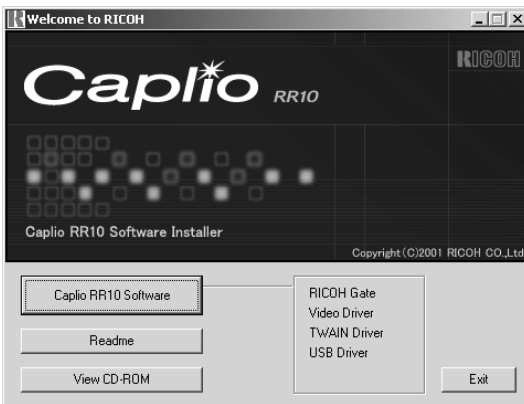


## Preparing the Software

This chapter explains the preparations required to use the supplied software, such as the necessary system environment, installing RICOH Gate, etc.

### Explanation of Software Supplied

The following initial screen is displayed when the CD-ROM is loaded.



## ■ Caplio RR10 Software




To install the software listed below, click on [Caplio RR10 Software] on the initial screen.

■ See *"Installing the Software" (p.11)*.

Software	Description
RICOH Gate	This software enables you to download files recorded with the camera and save them in the PC, or transfer files stored in the PC to the camera. RICOH Gate also enables you to run other applications. ■ See <i>"Using RICOH Gate" (p.23)</i> .
USB Driver	The software is required for using RICOH Gate, TWAIN Driver and Video Driver when the camera is connected to the PC by the USB interface.
TWAIN Driver	This software is for downloading still images recorded with the camera directly from the TWAIN application.
Video Driver	This software is required when using the camera as a web camera (video capture camera).

## ■ View CD-ROM

Click on [View CD-ROM] on the initial screen to display the folders contained in the CD-ROM. To install the software, click on the installer in the appropriate folder.

Software	Description
<b>QuickTime folder</b>	
QuickTime 4 (Be sure to install this software)	This software is required to view motion pictures recorded with the camera.
<b>MGI folder</b>	
MGI VideoWave	<p>This video editing software enables simple editing and creation of video images.</p> <p>If you save motion pictures recorded with the camera in MPEG files, you can play the files back on Windows Media Player.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• For further details, refer to the ReadMe or PDF of the software.</li> </ul>
MGI PhotoSuite	<p>This software is a well-rounded photo editing package that delivers extensive multimedia file playback and online imaging service support.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• For further details, refer to the ReadMe or PDF of the software.</li> </ul>
<b>MusicMatch folder</b>	
MusicMatch JUKEBOX	<p>This software is for converting Audio CD and WAV files to MP3 files (audio compressed files). MP3 files can be played on the camera.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• MP3 is an abbreviation of MPEG-1 AudioLayer3, the international audio compression standard. Data can be compressed into about one-tenth of the original volume.</li> <li>• For further details, refer to the Help of the software.</li> </ul>



- If you have any queries concerning the above software, refer to the ReadMe or PDF of the relevant software first before contacting the Support Center.

# System Environment

The following system environment is required to use RICOH Gate.

## Note

- Microsoft® Windows® 98 (English version) appears as Windows 98, Microsoft® Windows® 98 Second Edition (English version) as Windows 98SE, Microsoft® Windows® Millennium Edition (English version) as Windows Me, and Microsoft® Windows® 2000 (English version) as Windows 2000.

## Note

- You can display images with 256 colors, but reproduction is greatly improved with 65,000 colors. You are therefore recommended to use 65,000 colors or more if possible.

## RICOH Gate

<b>Operating System</b>	Windows 98/98SE
	Windows Me
	Windows 2000
<b>PC</b>	PC on which the above operating system is pre-installed and which is equipped with a USB port whose operation is guaranteed by the PC manufacturer
<b>CPU</b>	Pentium or later
<b>Memory</b>	Windows 98/98SE: 32MB or more (96MB recommended)
	Windows Me: 64MB or more (96MB recommended)
	Windows 2000: 128MB or more (256MB recommended)
<b>Available HD space for installation</b>	Windows 98/98SE: 10MB or more
	Windows Me: 10MB or more
	Windows 2000: 10MB or more
<b>Display resolution</b>	640 × 480 pixels or more (800 × 600 or more recommended)
<b>Display colors</b>	256 or more (65000 or more recommended)
<b>CD-ROM drive</b>	CD-ROM drive capable of use on the above PC
<b>USB port</b>	USB port capable of use on the above PC
<b>Sound</b>	Sound Blaster compatible with the above operating system, or interchangeable sound card and speaker

## Installing the Software

This section explains how to install the necessary software, such as RICOH Gate, USB Driver for connecting the camera to a PC, and QuickTime.

### To Install the Software

#### ■ To install the Caplio RR10 Software

Exit all other applications before following the procedures below to install the software.

##### Note

- If you start up Windows and connect the camera to the PC before installing the software, the [Add New Hardware Wizard] screen will be displayed. If this happens, click on [Cancel] and proceed to install the software after Windows is up and running.
- This section explains the installation procedure by the standard installation method. Users who are familiar with PCs and digital cameras may choose to specify the software they wish to install.
- For Windows 2000, users with administrator rights should login first before installing the software.
- To check software installed by this procedure, see "*Caplio RR10 Software*" (p.8).

### 1 Turn the PC on and start up Windows.

### 2 Insert the supplied CD-ROM in the CD-ROM drive.

The initial CD-ROM screen will be displayed.

##### Note

- If the initial screen is not displayed, refer to the CD-ROM and double click on [Setup.exe] in the Caplio RR10 folder to activate the installer.

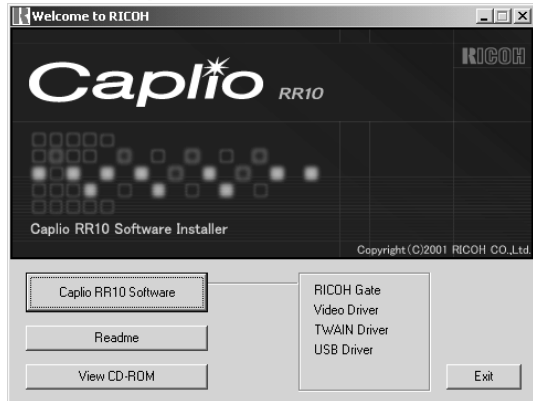
Note

- The preset language is English.

Important

- If the installation of the software has ended incomplete, restart Windows before reinstalling it.

### 3 Select [Caplio RR10 Software].



The installer will start up and the language selection screen will be displayed after a short time.

### 4 Select [OK].

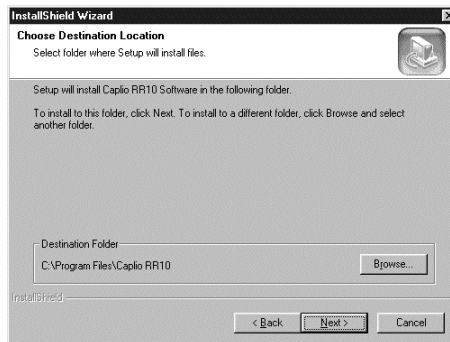
The [InstallShield Wizard] screen will be displayed.

### 5 Select [Next].

The [Choose Destination Location] screen will be displayed.

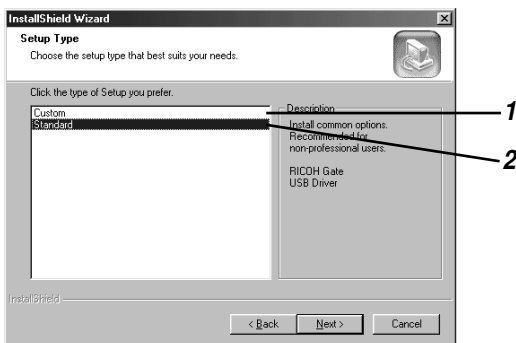
### 6 Confirm the destination and select [Next].

To install the software in a different folder to that displayed, select [Browse...] and choose the destination.



The [Setup Type] screen will be displayed.

## 7 Select [Standard] and then select [Next].



### 1 [Custom]

Only the selected software will be installed.

▣ See *"To install only the software you need"* (p.13).

### 2 [Standard]

RICOH Gate and USB Driver will be installed.

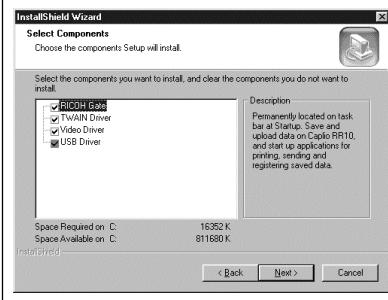
## 8 Follow the instructions to continue installation and select [Finish] on the InstallShield Wizard screen.

Installation is completed.



### To install only the software you need

If you select [Custom] on the [Setup Type] screen in Step 7, the [Select Components] screen will be displayed. Select only the software you want to install.



Note

- If QuickTime 4.1.2 is already installed in your PC, this operation is not required.

## ■ To Install QuickTime

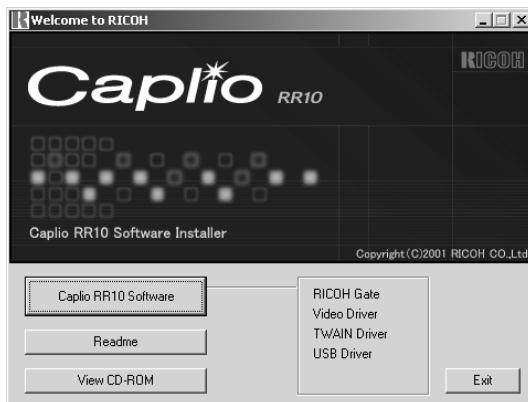
QuickTime is required for viewing motion pictures recorded with the camera.

### 1 Turn the PC on and start up Windows.

### 2 Insert the supplied CD-ROM into the CD-ROM drive.

The initial CD-ROM screen will be displayed.

### 3 Select [View CD-ROM].



The contents of the CD-ROM will be displayed.

### 4 Double click on the [QuickTime] folder.

### 5 Double click on [QuickTime Installer].



QuickTimeInstaller.exe

Installation of the QuickTime software will start.

### 6 Proceed in accordance with the instructions displayed on the screen.



## Uninstalling the Software

You can delete all the software that has been installed. To reinstall the software, follow the uninstallation procedure first before installing the software again.



- Exit all active applications and save important data before uninstalling the software.
- Disconnect any other USB equipment or Plug and Play devices connected to the PC.



- If you connect or disconnect the camera with a PC using the USB cable before installing the USB Driver, the PC may not recognize the camera. In this case, delete the USB Driver from the system and then reinstall it.

■ See *"Deleting the USB Driver"* (p.70).  
See *"To install the Caplio RR10 Software"* (p.11).

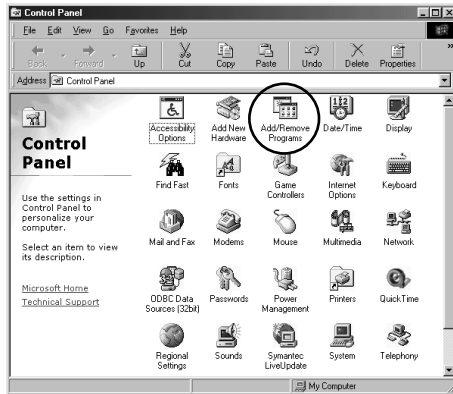
### ■ To Delete the Caplio RR10 Software

You can delete all the software that has been installed from Caplio RR10 Software, such as RICOH Gate, USB Driver, Video Driver, etc.

- 1 Turn the PC on and start up Windows.**
- 2 Click on [Start] on the Windows task bar.**
- 3 Move the pointer to [Settings] and select [Control Panel].**

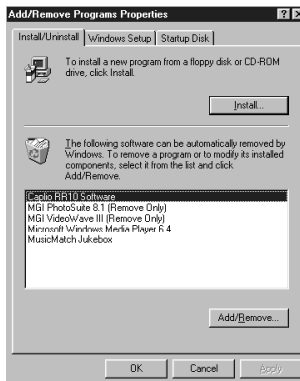
The control panel will be displayed.

## 4 Double click on [Add/Remove Programs].



The Property screen for adding and removing programs will be displayed.

## 5 Select [Caplio RR10 Software] and click on [Add/Remove...].



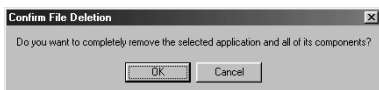
The language selection screen will be displayed.

## 6 Click on [OK].



The [Confirm File Deletion] screen will be displayed.

## 7 Click on [OK].

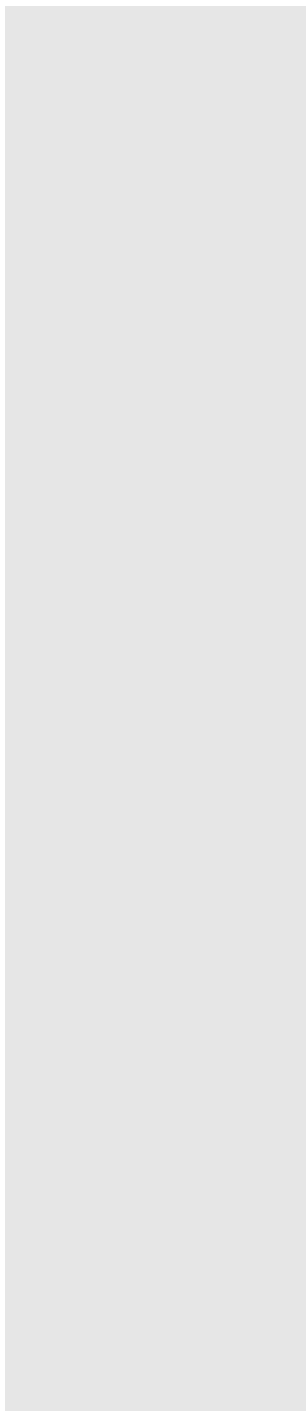


Deletion will start. When deletion is completed, a message will be displayed.

## 8 Click on [Finish].

### Note

- The dialog confirming deletion of a common file may be displayed in Step 8. This dialog is displayed when the common file displayed is not being used in any program in the system. The system will not be affected by deleting this file, but unless you are certain, you are recommended to select [No].
- To delete all common files not used in the system, select [Yes].
- If [Uninstallation is finished, but some items could not be deleted] is displayed in the dialog box for deleting programs from the computer, select [Details] and check the items that could not be deleted before deleting items relating to Caplio RR10 Software applications. If the software is reinstalled when some items pertaining to the applications remain, installation may not be performed correctly.
- If the [Locked File Detected] message is displayed during uninstallation, select [Reboot] and proceed to uninstall.



## Connecting the Camera to a PC

This chapter explains how to connect the camera to a PC using the USB cable in order to send and receive files.

### Connecting the USB Cable

There are two ways of using the USB cable: to connect the RICOH BASE to the PC, and to connect the camera directly to the PC.

### Connecting the RICOH BASE to a PC

You can connect the RICOH BASE to the PC using the USB cable.

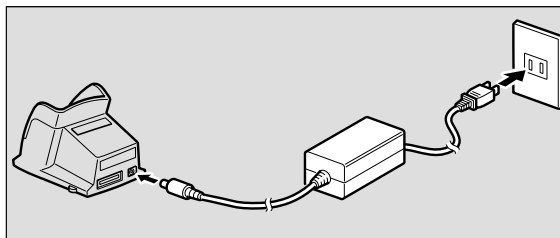
#### 1 Turn the PC on.

When the Windows desk top is displayed, the RICOH Gate icon will appear on the task bar.



▣ See “Starting and Exiting RICOH Gate” (p.23).

#### 2 Connect the AC adapter to the RICOH BASE.



#### 3 Connect the USB cable to the DIGITAL (AV/USB) terminal on the RICOH BASE and the USB port on the PC.


#### Important

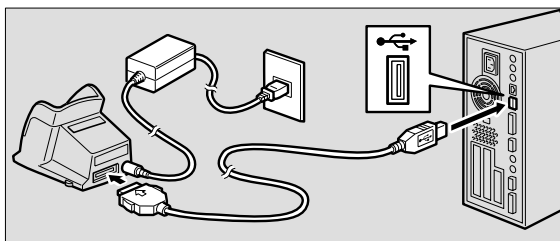
- USB Driver must be properly installed. See “To Install the Software” (p.11).
- The PC used must be equipped with a USB port and operation of the USB port must be guaranteed by the PC manufacturer.

**Important**


- Do not place the camera on the RICOH Base with the AC adapter converter inserted in the camera.

**Note**

- If the RICOH Gate window is not displayed when you press the START key, click on  on the task bar. See “Showing the RICOH Gate Window” (p.23).

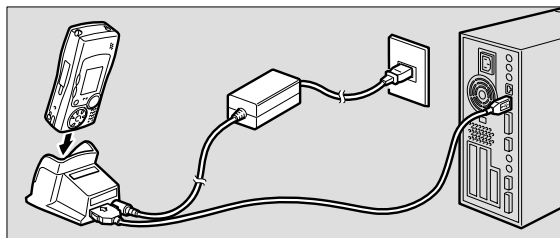


## 4 Check that the mode dial on the camera is not set to (motion picture).

If the mode dial is set to  (motion picture), switch to another mode.

## 5 Place the camera on the RICOH BASE.

The LED on the RICOH BASE will light.





## 6 Press the START key on the RICOH BASE.

The camera is now in PC connection mode and the RICOH Gate window will be displayed on the PC.

■ See “Functions of the RICOH Gate Buttons” (p.25)

**Note**

- If you press the START key and the camera is in PC connection mode, charging will not start when the camera is placed on the RICOH BASE. Turn the camera off to put it in charging mode.
  - The RICOH Gate window is not displayed when the mode dial is set to  (motion picture).
  - The camera is in Web camera mode when the mode dial is set to  (motion picture).
- See “Using the Caplio RR10 as a Web Camera” (p.64).



### To automatically save images using the START key

By connecting the RICOH BASE to the PC, you can download files saved in the camera automatically to the PC simply by pressing the START key on the RICOH BASE.

▣ See “Automatically Saving Files Using the START Key” (p.35).

## Connecting the Camera to a PC

You can connect the camera to a PC using the USB cable.

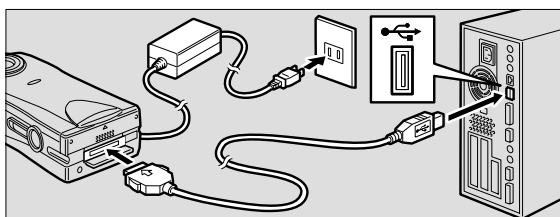
### 1 Turn the PC on.

When the Windows desktop is displayed, the RICOH Gate icon will appear on the task bar.



### 2 Check that the camera is turned off and connect the AC adapter to the camera.

### 3 Connect the USB cable to the DIGITAL (AV/USB) terminal on the camera and the USB port on the PC.



### 4 Check that the mode dial on the camera is not set to (motion picture).

If the mode dial is set to (motion picture), switch to another mode.

### 5 Turn the camera on.

The camera is connected to the PC.

▣ See “Starting RICOH Gate” (p.24).



- If the power cuts out during operation, the camera and the PC may be adversely affected. You are therefore recommended to avoid powering the camera by the battery and to use the AC adapter.



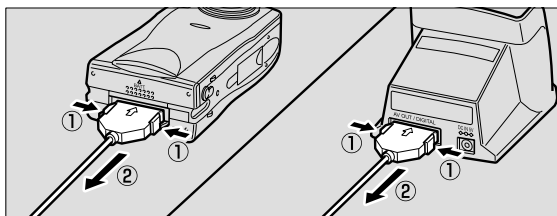
- Pulling the connector out without pressing the buttons on either side or only pulling the cable may cause the connector not to disconnect from the camera.

## Disconnecting the USB Cable

To disconnect the USB cable, press the sides of the USB cable connector to release the lock and pull the connector out.

**1 Turn the camera off.**

**2 Press the sides of the USB cable connector to release the lock and detach.**





# Chapter 3

## Using RICOH Gate

### 3

#### Using RICOH Gate

This chapter explains how to use RICOH Gate. RICOH Gate enables you to save files recorded with the camera in the PC, and transfer images from the PC to the camera. You can also print images saved in the PC.

### Starting and Exiting RICOH Gate

This section explains how to start and exit RICOH Gate.

#### Showing the RICOH Gate Window

When you install RICOH Gate, the RICOH Gate icon is displayed on the Windows task bar for easy access. When you want to use RICOH Gate, click on the icon to display the RICOH Gate window on the desktop.

##### 1 Click on on the task bar.



The RICOH Gate window will be displayed on the desktop.

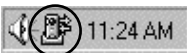


#### Hiding the RICOH Gate Window

You can change the RICOH Gate window into an icon.

##### 1 Click on on the RICOH Gate window.

The RICOH Gate window will disappear and the icon will be displayed.



#### Exiting RICOH Gate


This section explains how to exit RICOH Gate.

##### 1 Click on on the RICOH Gate window.

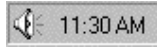
#### Note

- If you place the camera on the RICOH BASE and press the START key on the RICOH BASE, the RICOH Gate window will be displayed. See “Connecting the RICOH BASE to a PC” (p.19).

#### Note

- When you connect the camera by pressing the START key, and change the RICOH Gate window into an icon on the task bar, the RICOH Gate window will not be displayed by pressing the START key again. Click on the task bar icon () to display.

The RICOH Gate window will be closed and the icon on the task bar will disappear.

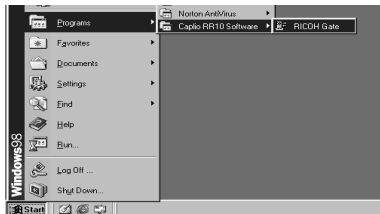


## Starting RICOH Gate

If you have exited RICOH Gate and the icon has disappeared from the task bar, you can start it from the Start menu by the following procedure.

**1 Click on [Start] on the Windows task bar.**

**2 Move the pointer to [Caplio RR10 Software] under [Programs] and select [RICOH Gate].**



RICOH Gate will start up, and the RICOH Gate window will be displayed on the desktop and the icon will appear on the task bar.

RICOH Gate window

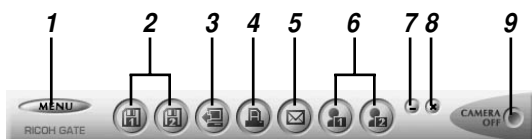


RICOH Gate icon : task bar



# Functions of the RICOH Gate Buttons

The buttons on the RICOH Gate window have the following functions.



## 1 MENU button

This button displays the menus for automatically saving images, entering the e-mail settings, displaying the camera information, etc.

- ▣ See “Changing the Setting of the START Key” (p.34).
- See “Changing the Mail Settings” (p.51).
- See “Displaying and Setting Camera Information (Camera Property)” (p.58).

## 2 Save 1 and Save 2 buttons

These buttons are for saving files in the camera on the PC to which the camera is connected. Set the conditions for saving the files, such as file format, destination, and processing after saving.

- ▣ See “Saving Data Using the Save Buttons” (p.27).

## 3 Upload button

The camera files saved in the PC are uploaded to the camera media.

- ▣ See “Uploading Using the Upload Button” (p.37).

## 4 Index Print button

This button is for making an index print of images in the PC. Printing is based on the preset print settings, such as the folder, page layout, type of image data to be printed, etc.

- ▣ See “Making an Index Print” (p.44).

## 5 Send button

This button is for starting up the specified mail software and sending a selected file as an attachment. Images are sent based on the preset mail settings, such as the mail software, image format, etc.

- ▣ See “Sending Mail with Files Attached” (p.49).

## 6 Application 1 and Application 2 buttons

This button is for starting up the selected application software.

- ▣ See “Starting Up the Application” (p.57).

## 7 Icon button

This button is for closing the RICOH Gate window and changing it into an icon.

▣ See *“Hiding the RICOH Gate Window” (p.23)*.

## 8 Exit button

This button is for exiting RICOH Gate.

▣ See *“Exiting RICOH Gate” (p.23)*.

## 9 Camera OFF button

This button is for turning off the camera connected to the PC.

▣ See *“Turning the Camera Off” (p.58)*.



- By clicking the Save 1, Save 2, Upload, Index Print, Send Mail, Application 1, or Application 2 button with the right mouse button, you can display the respective function dialog and set the function.

▣ See *“Changing the Save Button Settings” (p.28)*.

See *“Changing the Upload Button Settings” (p.40)*.

See *“Changing the Print Settings” (p.45)*.

See *“Changing the Mail Settings” (p.51)*.

See *“Setting the Application” (p.55)*.

# Saving Camera Files in the PC

(Camera → PC)

You can save image, voice memo and motion picture files recorded with the camera in a specified folder in the PC. Check that the camera is properly connected to the PC before proceeding.



- You cannot select specific files on the camera.
- To avoid the names of saved files being overwritten, consecutive file names are assigned and the files are saved in the specified folder. If, however, the number exceeds 9999, an error message will be displayed.
- Whenever possible, use the AC adapter and avoid powering the camera by the battery. If the power cuts out during operation, the operation will have to be performed again.
- Do not connect or disconnect the AC adapter or USB cable when the camera is turned on or data is being transferred. The camera or PC may be adversely affected.



- Files are recorded by the camera in the following formats. Still image files: Exif2.1 (\*.JPG); Non-compressed files: TIFF-RGB (\*.TIF); Text files: TIFF-MMR (\*.TIF); Motion picture files: AVI(\*.AVI); Voice memo: WAV (\*.WAV).

## Saving Data Using the Save Buttons

You can save files in the camera into the PC using the RICOH Gate Save buttons.

Data is saved in accordance with the settings registered on the Save buttons.

▣ See “*Changing the Save Button Settings*” (p.28).



- If you save files using the default Save 1 or Save 2 button, the files in the camera will be saved in the following settings.

<Still Image Format>

Still images will be saved in the same format as when they were recorded.

<Destination Folder>

A folder will be automatically created according to shooting date in the specified folder where the program is installed.

Note

- If the camera is not correctly connected to the PC, a message will be displayed. Check the connection.

## <Processing after Saving>

A message will be displayed confirming that the camera is to be turned off when saving is finished.

- You can change the setting of the Save buttons if necessary.

▣ See “Changing the Save Button Settings” (p.28).

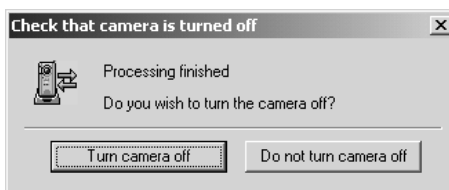
## 1 Check that the camera is properly connected to the PC.

- ▣ See “Connecting the RICOH BASE to a PC” (p.19).  
See “Connecting the Camera to a PC” (p.21).

## 2 Click on or in the RICOH Gate window.

The files in the camera will be saved in the specified folder in accordance with the settings registered on the button which was clicked, and the confirmation message will be displayed.

## 3 Select [Turn camera off] or [Do not turn camera off].





Note

- If [Check camera is turned off after saving] is not selected in the Save button settings, the confirmation message will not be displayed and the camera will be turned off immediately after saving is completed.

## Changing the Save Button Settings

You can change the settings registered on the Save 1 and Save 2 buttons.

Using the save settings, you can specify the saving method, such as saving the file in the camera as it is, or downloading the still image file onto a PC after changing the file format, compression rate, image size, etc.

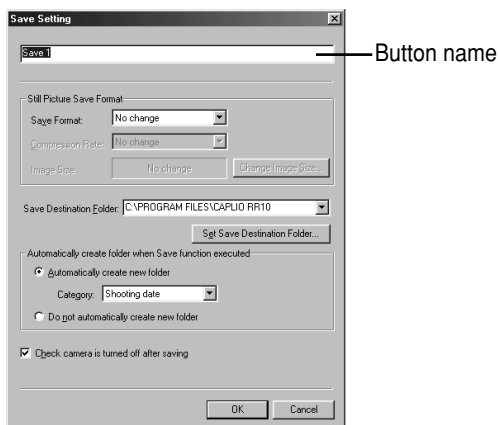
- 1 Click on  or  in the RICOH Gate window with the right mouse button and select [Setting...].

▣ See “Functions of the RICOH Gate Buttons” (p.25).




The [Save Setting] dialog will be displayed.

- 2 Enter the button name.



▣ See “Save Setting Dialog” (p.31).

- 3 If you want to change the still picture file format, click on  under [Save Format] and select the file format.

If you do not want to change the file format, proceed to Step 8.

- 4 Select the compression rate (or mode in the case of PNG files) as required.

- 5 If you want to change the size of the image, select [Change Image Size].

The [Change Image Size] dialog will be displayed.

#### Note

- When the Save settings have been made and you move the mouse onto the Save button in the RICOH Gate window, the name that you have entered will be displayed.
- It is helpful when using the Save button to enter a name that indicates the content of the Save settings.

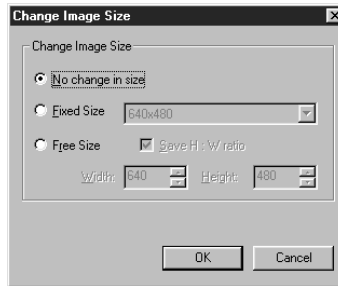
#### Note

- A compression rate cannot be set for BMP files (\*.BMP) or TIFF files (\*.TIF).

#### Note

- In the default settings, the destination folder is the folder in which the Caplio RR10 Software is installed.
- If a folder is not automatically created, the data will be saved in the folder specified in [Destination Folder].

## 6 Select [Fixed Size] or [Free Size] and specify the size.



▣ See “Change Image Size Dialog” (p.33).

## 7 Select [OK].

The screen will return to the [Save Setting] dialog.

## 8 If you want to change the destination folder, select [Set Save Destination Folder].

The [Browse for Folder] dialog will be displayed.

## 9 Select the destination folder and then select [OK].




▣ See “Browse for Folder Dialog” (p.33).

The screen will return to the [Save Setting] dialog.

## 10 Select whether you want a folder to be automatically created for saving the data.



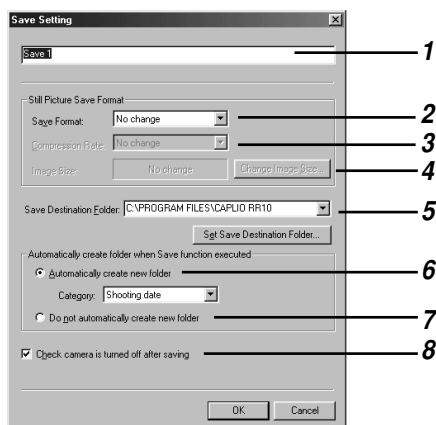
If you want a folder to be created automatically, click on  of the category and select [Shooting date], [Photographer's name] or [Every Download].

## 11 Select whether you want to confirm that the camera is to be turned off after saving is completed.

## 12 Select [OK].

The changes will be registered.

### Save Setting Dialog



### 1 Button Name

Assign a name of the button. The assigned name will be displayed when you move the mouse onto the Save button in the RICOH Gate window.

### 2 Save Format

If you select [No change], the still images will be saved in the same format as when recorded.

If you want to change the format of still image files recorded with the camera, specify one of the following formats: Exif2.1 (\*.JPG), JPEG (\*.JPG), BMP (\*.BMP), TIFF (\*.TIF) or PNG (\*.PNG).

### 3 Compression Rate & Mode

If you change the save format, you can specify the compression rate and mode.

If you want to change the compression rate and mode, select the compression rate from the [Compression Rate] list.

#### Note

- It is helpful when using the Save button to enter a name that indicates the content of the Save settings.
- If you change the format, a folder is automatically created entitled [Original] and the still picture files are saved in it in the original format.

#### Note

- A compression rate cannot be set for BMP files (\*.BMP) or TIFF files (\*.TIF).

The compression rate and mode that you can choose vary depending on the selected [Save Format].

#### 4 Change Image Size

If you change the save format, you can specify the image size. If you want to change the size, click on [Change Image Size] to display the Image Size dialog and select the size.

▣ See “*Change Image Size Dialog*” (p.33).

#### 5 Save Destination Folder

The default setting is the Caplio RR10 Software installation folder. If you want to change the destination, click on [Set Save Destination Folder] and select the folder.

▣ See “*Browse for Folder Dialog*” (p.33).

#### 6 Automatically create new folder

A folder will be automatically created for saving the data. You can select from [Shooting date], [Photographer's name] or [Every Download].

- If you select [Shooting date], a separate folder will be created for each shooting date recorded in the camera and the data saved therein.
- If you select [Photographer's name], a separate folder will be created for each photographer recorded in the camera and the data saved therein.
- If you select [Every Download], a new folder will be created each time you download data and the data saved therein. A folder name will be assigned by date and sequential number as shown below.

YYMMDD-000 3-digit sequential number  
Date downloaded

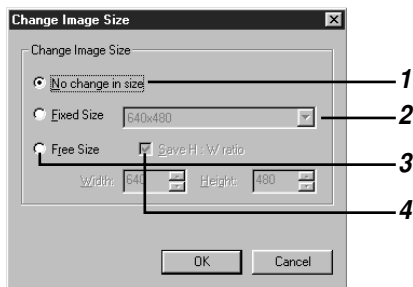
#### 7 Do not automatically create new folder

A folder will not be created. The data will be saved in the folder specified in [Save Destination Folder].

#### 8 Check camera is turned off after saving

If you select this item, a message will be displayed after saving is completed to confirm that the camera is to be turned off when saving is completed. If you select [Turn camera off], the camera will be turned off and the saving process will be completed. If you do not select this item, the camera will be turned off and the saving process will be completed without any message being displayed.

## Change Image Size Dialog



### 1 No change in size

If you select this item, the size will not be changed.

### 2 Fixed Size

If you select this item, you can choose from two sizes: 640 × 480 and 320 × 240.

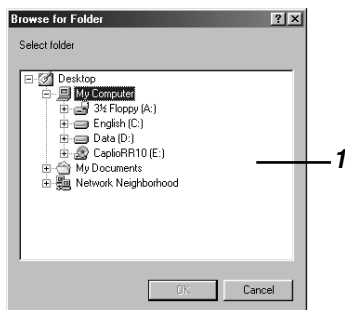
### 3 Free Size

If you select this item, you can specify the desired image size by entering the numbers in the length and height columns.

### 4 Save H:W ratio

If you choose Free Size and select this item, you can specify the image size without changing the vertical and horizontal ratio of the original image simply.

## Browse for Folder Dialog




### 1 The drive or folder will be displayed.

Specify the desired folder by following the same procedure as for Windows Explorer and select [OK].

Note

- You can also display the RICOH Gate menu by clicking on the RICOH Gate icon on the task bar with the right mouse button.

## Changing the Setting of the START Key

If you change the setting of the Automatic Save function of the START key, you can save camera files in a specified folder in the PC when the camera is placed on the RICOH BASE simply by pressing the START key  on the RICOH BASE.

### 1 Click on in the RICOH Gate window.

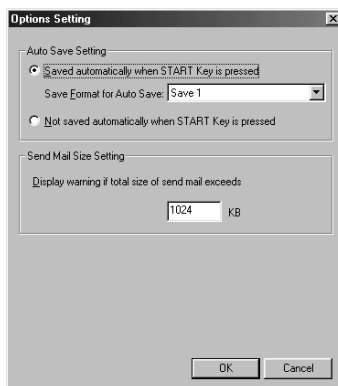
The RICOH Gate menu will be displayed.

### 2 Select [Options Setting...].



The [Options Setting] dialog will be displayed.

### 3 Select [Saved automatically when START Key is pressed].



■ See “Options Setting Dialog” (p.35).

### 4 Click on and select [Save 1] or [Save 2] under [Save Format for Auto Save].

Note

- [Save 1] is the save format registered on the Save 1 button.  
[Save 2] is the save format registered on the Save 2 button.

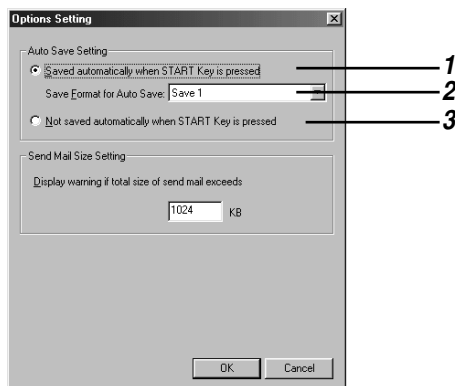
- You can register a different save format on each of the Save buttons.

■ See “Changing the Save Button Settings” (p.28).

## 5 Select [OK].

The Automatic Save setting will be changed.

### Options Setting Dialog



#### 1 Saved automatically when START Key is pressed

Files are automatically saved in accordance with the specified format.


#### 2 Save Format for Auto Save

Specify the Automatic Save format by selecting [Save 1] or [Save 2]. [Save 1] and [Save 2] indicate the formats registered on the respective RICOH Gate Save buttons.

#### 3 Not saved automatically when START Key is pressed

Files will not be automatically saved when the START key is pressed.

## Automatically Saving Files Using the START Key

By placing the camera on the RICOH BASE and pressing the START key , you can automatically save image, voice memo and motion picture files in the camera in a specified folder in the PC.



- Select [Saved automatically when START key is pressed] for the Auto Save Setting of the START key. Unless this option is selected, files cannot be automatically saved using the START key.

■ See “Changing the Setting of the START Key” (p.34).

Note

- Settings related to saving the format, destination folder, etc. of still picture files vary depending on the Save Settings registered on the Save 1 and Save 2 buttons.

❑ See “*Changing the Save Button Settings*” (p.28).

---

## 1 Check that the RICOH BASE is properly connected to the PC.

❑ See “*Connecting the USB Cable*” (p.19).

---

## 2 Check that the AC adapter is properly connected to the RICOH BASE.

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## 3 Place the camera on the RICOH BASE.

---

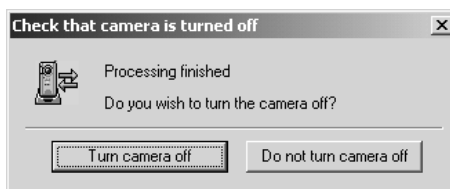
## 4 Press the START key on the RICOH BASE.

[PC connection] will be displayed on the camera's LCD monitor.

The data in the camera will be saved in the PC and the confirmation message will be displayed.

---

## 5 Select [Turn camera off] or [Do not turn camera off].



Note

- Depending on the Save Settings of the Save 1 and Save 2 buttons specified in the [Auto Save Setting] of the START key, the camera may be turned off without the confirmation message being displayed.

❑ See “*Changing the Setting of the START Key*” (p.34).  
See “*Changing the Save Button Settings*” (p.28).

# Sending Files From the PC to the Camera

(PC → Camera)

You can send files recorded with the camera and music data (MP3 file) from the PC to the camera.

Check that the camera is properly connected to the PC before proceeding.

## Uploading Using the Upload Button

Uploading refers to the process of transferring file from the PC to the camera.

You can upload image, voice memo and motion picture and music files from the PC to the camera by folder using the RICOH Gate Upload button.

Uploading is performed in accordance with the upload settings registered on the Upload button.

▣ See “Changing the Upload Button Settings” (p.40).



- Only EXIF files (\*.JPG), voice memo files (\*.WAV), motion picture files (\*.AVI) recorded with the camera and MP3 files (\*.MP3) can be uploaded.

### 1 Check that the camera is properly connected to the PC.

▣ See “Connecting the RICOH BASE to a PC” (p.19).  
See “Connecting the Camera to a PC” (p.21).

### 2 Check the content of the upload settings.

Change the settings as required.

▣ See “Changing the Upload Button Settings” (p.40).

### 3 Click on in the RICOH Gate window.

The [Upload] dialog will be displayed.

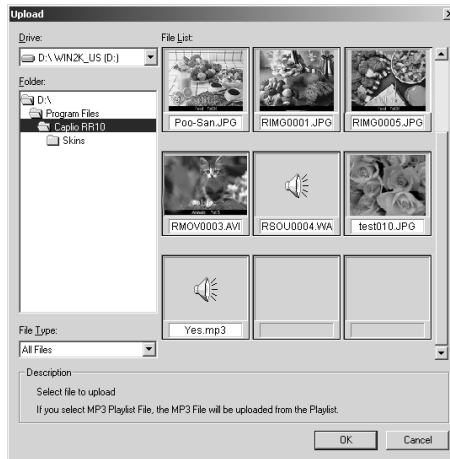


- When uploading MP3 files, be sure to read “Uploading an MP3 File” (p.43) first.



- If the camera is not properly connected to the PC, a message will be displayed. Check the connection.

## 4 Select the drive and folder where the file to be uploaded is located.



■ See “Upload Dialog” (p.39).

## 5 Select the type of file to be uploaded from [File Type].

When you select the type of file, a thumbnail display of files of the specified type will be displayed.

## 6 Choose the thumbnail display from the file list and click on [OK].

### Note

- If the file is a voice memo file, the voice memo icon will be displayed, and if the file is a motion picture file, the motion picture icon will be displayed.
- If you select an MP3 Playlist file (\*.M3U), the [Select Playlist] dialog will be displayed. To upload MP3 files and MP3 Playlist files, see the next Tips.

■ See “Uploading an MP3 File” (p.43).

The specified file will be transferred from the PC to the camera and the confirmation message will be displayed.

### Note

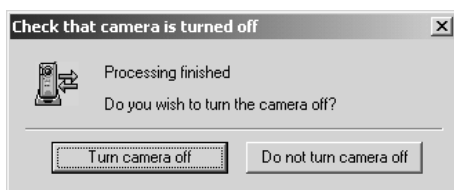
- Only files indicated in the file list will be uploaded.

### Note

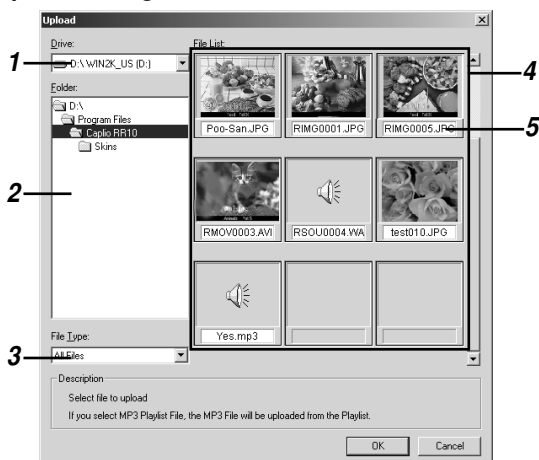
- Unless [Check camera is turned off after upload is executed] has been selected in the Upload button settings, the camera will be turned off immediately after uploading is finished without the confirmation message being displayed.



## 7 Select [Turn camera off] or [Do not turn camera off].



## Upload Dialog



### 1 Drive

Select the drive in which the file you want to upload is located.

### 2 Folder

Select the folder in which the file you want to upload is located. The default setting is the folder specified in [Upload Source Folder] in the upload settings.

### 3 File Type

When you select the type of file, only files of the selected type are uploaded.

### 4 File List

A thumbnail display of the specified type of files in the specified folder is displayed. You can check the file to be uploaded.

### 5 File Name

The file name is displayed under the thumbnail.

## Changing the Upload Button Settings

You can change the settings registered on the Upload button. You can specify the type of file you want to send and the upload source folder in the PC in the upload settings and save the settings.

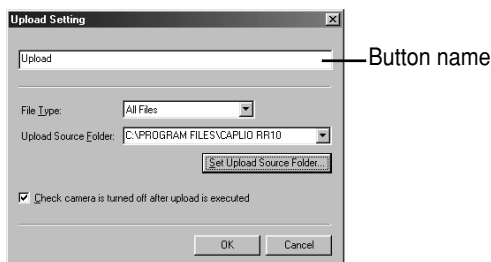
### 1 Click on in the RICOH Gate window with the right mouse button and select [Setting...].

▣ See “Functions of the RICOH Gate Buttons” (p.25).



The [Upload Setting] dialog will be displayed.

### 2 Enter the name of the Upload button.



▣ See “Upload Dialog” (p.39).

### 3 If you want to specify the type of file to be sent, click on under [File Type] and select the type of file.

### 4 If you want to specify the upload source folder, click on [Set Upload Source Folder...].

The [Browse for Folder] dialog will be displayed.

#### Note

- When the upload settings have been made and you move the mouse onto the Upload button in the RICOH Gate window, the comment that you have entered will be displayed.

#### Important

- The default setting is [All Files].
- In the default settings, the upload source folder is the folder in which the Caplio RR10 Software has been installed.

## 5 Choose the upload source folder and select [OK].



▶ See “Browse for Folder Dialog” (p.33).

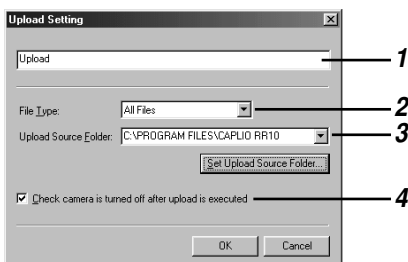
The screen will return to the [Upload Setting] dialog.

## 6 Select whether you want to confirm that the camera will be turned off.

## 7 Select [OK].

The changes will be registered.

### Upload Setting Dialog



### 1 Button name

Assign a name of the Upload button. The name will be displayed when the mouse is moved onto the Upload button in the RICOH Gate window.

### 2 File Type

If you select [All Files], the files that can be transferred in the specified folder will be sent.

If you want to limit the type of files sent, specify the type of file from the following: EXIF file (\*.JPG), voice memo file (\*.WAV), AVI file (\*.AVI), MP3 file (\*.MP3) or MP3 play list file (\*.M3U).

#### Note

- It is helpful when using the Save button to assign a name that indicates the content of the Upload settings.

### **3 Upload Source Folder**

The default setting for the upload source folder is the folder in which the Caplio RR10 Software is installed. If you want to change the folder, click on [Set Upload Source Folder] and specify the folder.

### **4 Check camera is turned off after upload is executed.**

If you select this item, the message confirming that the camera is to be turned off when uploading is completed will be displayed. If you select [Turn camera off], the camera will be turned off and the upload process will be ended. If you do not select this item, the camera will be turned off and the upload process will be ended without any message being displayed.

## Tips

**Uploading an MP3 File**

When an MP3 file is uploaded to the camera, the data is codified before it is sent. Only codified MP3 files can be played back on the camera.

If you select [MP3 Playlist File (\*.M3U)] under [File Type] in the upload settings, the Select Playlist dialog will be displayed. Specify the file you want to upload from the Playlist.



▶ See *“Uploading Using the Upload Button”* (p.37).  
 See *“Changing the Upload Button Settings”* (p.40).

## Important

- The camera can playback the MP3 files of the following recording format.
  - Bit rate : 96kbps
  - Sampling rate : 44.1kHz

# Making an Index Print

(Index Printing)

You can make an index print of files saved in the PC.

Important

- An index print can only be made of images in the following file formats: BITMAP (\*.BMP), EXIF2.1/2.0 (\*.JPG), J61 (\*.J61), JPEG (\*.JPG), NC (\*.TIF), TIFF-YUV (\*.TIF), TIF-MMR (\*.TIF), TIFF-RGB (\*.TIF), PCD (\*.PCD), PNG (\*.PNG), TIFF (\*.TIF), WMF (\*.WMF), AVI (\*.AVI), WAV (\*.WAV) and MOV (\*.MOV).

Note

- The icons for voice memo and motion picture files will be printed.

Note

- The index print settings registered on the Index Print button are shown in the [Index Print] dialog displayed here. If you change the settings in the dialog, the index print settings will also be changed.

## Making an Index Print

This function enables you to make an index print of images in a specific folder. You can specify whether to print the title, shooting date, page number and printing date, and how many images will be printed on each page.

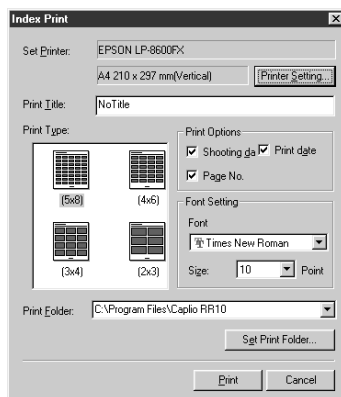
### 1 Click on in the RICOH Gate window.

The [Index Print] dialog will be displayed.

### 2 Check the content of the index print settings and select [Print].

You can change the settings as required.

▣ See “Index Print Setting Dialog” (p.47).

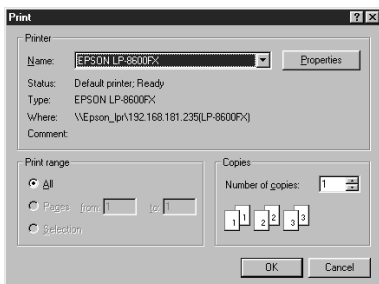


The [Print] dialog will be displayed.

### 3 Check the type of printer you are using.

The name of the printer entered in [Set as Default] under [Printer Name] will be displayed. If you are using a different printer, select the appropriate printer.

### 4 Specify the number of prints and select [OK].



Printing will start.

## Changing the Print Settings

The index will be printed in accordance with the print settings registered on the Index Print button.

When you make the index print settings, you can save the various settings related to index printing, such as the number of images printed on each page, whether to print the title, shooting date and page number on the header, etc. This function is useful for registering settings that you often use.

#### Note

- You can change the index print settings even after index printing has started.

▣ See “*Making an Index Print*” (p.44).

### 1 Click on in the RICOH Gate window with the right mouse button and select [Setting...].

▣ See “*Functions of the RICOH Gate Buttons*” (p.25).



The [Index Print Setting] dialog will be displayed.

#### Note

- By clicking on the [Properties] button, you can set the details relating to your printer. Make the necessary settings.
- For more information, refer to the instruction manuals for your PC and printer.

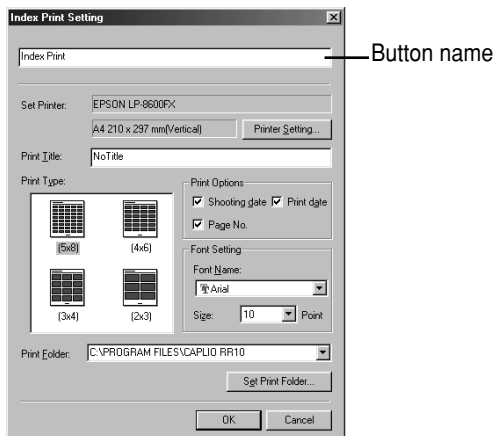
# Note

- When the Index Print settings have been made and you move the mouse onto the Index Print button in the RICOH Gate window, the name that you have entered will be displayed.

# Note

- By clicking on [Printer Setting...], you can make the detailed settings relating to your printer. Make the necessary settings.
- For more information, refer to the instruction manuals for your PC and printer.

## 2 Enter the name of the Index print button.



See “Index Print Setting Dialog” (p.47).

## 3 Enter the title to be printed on the header.

If you leave this area blank, no title will be printed.

## 4 Select the number of images to be printed on each page.

Choose one of the following printing types: (5 × 8), (4 × 6), (3 × 4) or (2 × 3).

## 5 Select whether to print the [Shooting date], [Print date] and [Page No.], as required.

## 6 Select the font type and character size to be used for printing the title, shooting date, etc.

## 7 If you want to change the folder of images to be printed, click on [Set Print Folder].

The [Browse for Folder] dialog will be displayed.



## 8 Choose the folder for printing and select [OK].



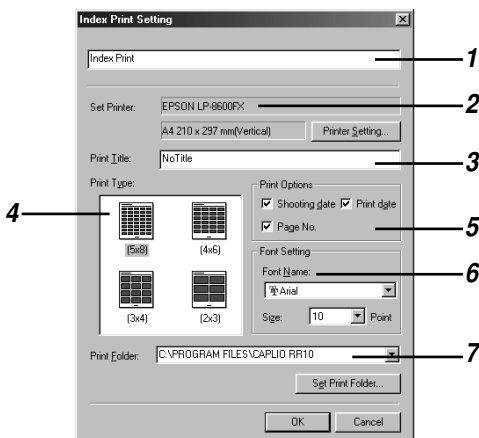
▣ See “Browse for Folder” (p.33).

The screen will return to the [Index Print Setting] dialog.

## 9 Select [OK].

The content of the index print settings will be saved.

### Index Print Setting Dialog



### 1 Button Name

Assign a name of the button. The name will be displayed when the mouse is moved onto the Index print button.

### 2 Set Printer

If you click on [Printer Setting...], you can select the paper size, paper feed method, printing direction, etc.

### 3 Print Title

Enter the title to be printed on the header. If you leave this area blank, no title will be printed.

#### **4 Print Type**

Specify the number of images to be printed on each page. The [Print Type] is indicated in the form of the number of images across the page  $\times$  number of images down the page.

#### **5 Print Options**

If you select [Shooting date], [Page No.] or [Print date], the relevant item will be printed on the header. If you do not select any of these items, they will not be printed.

#### **6 Font Setting**

Select the font type and size (8 pt. – 14 pt.) to be used for printing the title, shooting date, page number and printing date.

#### **7 Print Folder**

Select the folder in which the images you want to print are located.

Enter the folder path directly in the column provided, or click on [Set Print Folder] and choose the appropriate folder in the Browse for Folder dialog that will be displayed.

The default setting is the folder in which the Caplio RR10 Software is installed.

## Sending Mail

By using the RICOH Gate's Send Mail button, you can run the mail software and send image files saved in the PC as a mail attachment.



- MAPI-compatible mail software is required to use the mail function. MAPI-compatible mail software includes Outlook Express, Eudora, Eudora Pro, etc.
- Images in the following file formats can be attached to mail: BITMAP (\*.BMP), EXIF2.1/2.0 (\*.JPG), JPEG (\*.JPG), NC (\*.TIF), TIFF-YUV (\*.TIF), TIF-MMR (\*.TIF), TIFF-RGB (\*.TIF), PNG (\*.PNG), TIFF (\*.TIF), AVI (\*.AVI) and WAV (\*.WAV).

## Sending Mail with Files Attached

Select the images in the specific folder before starting up the mail software and attaching the selected images to a message.

### 1 Click on in the RICOH Gate window.

▣ See “Functions of the RICOH Gate Buttons” (p.25).

The [Send Mail] dialog will be displayed.

### 2 Select the drive and folder where the files you want to send are located.



▣ See “Send Mail Dialog” (p.51).

### 3 Select the type of file you want to send from [File Type].

When you select the type of file, a thumbnail of files of the selected type will be displayed.



- You can change the mail settings, such as the type of file to be sent or the source folder.


See “Changing the Mail Settings” (p.51).

---

## 4 Choose the thumbnail of the file you want to send and select [OK].

You can select more than one file by using the Shift key and Ctrl key.

Note

- If you choose a voice memo file, the voice memo icon will be displayed, and if you choose a motion picture file, the motion picture icon will be displayed.
- If the total volume of the selected files exceeds the set size of the mail, a message confirming whether the files are to be sent will be displayed. If you want to send the files as they are, select [Yes]. If you want to cancel sending, select [No].
- The default mail size setting is 1024 KB.
- Under some system environment, [Select Profile] dialog will be displayed. Click  to select the mail software you are using and click on [OK].

■ See “Setting the Mail Size” (p.54).

---

## 5 The New Mail screen from the mail software will be displayed and the files selected in the [Send Mail] dialog will be attached.

Note

- Mail software that can be started up from the Send Mail function (MAPI-compatible software) is mail software specified under [E-mail] in [Internet Options/Programs] in the [Control Panel].

## Send Mail Dialog



### 1 Drive

Select the drive in which the files you want to send are located.

### 2 Folder

Select the folder in which the files you want to send are located. The default setting is the folder specified in [Upload Source Folder] in the upload settings.

### 3 File Type

When you select the type of file to be sent, only files of the selected type are displayed.

### 4 File List

A thumbnail display of the specified files is displayed. Select the thumbnail of the file you want to send. You can select more than one file.

### 5 File Name

The file name is displayed under the thumbnail.

## Changing the Mail Settings

You can change the Send Mail settings registered on the Send Mail button.

When you make the settings, you can specify the type of file to be sent, the source folder, etc., and you can save the settings. You can also change the size of the image to be sent.

### 1 Click on in the RICOH Gate window with the right mouse button and select [Setting...].

■ See “Functions of the RICOH Gate Buttons” (p.25).

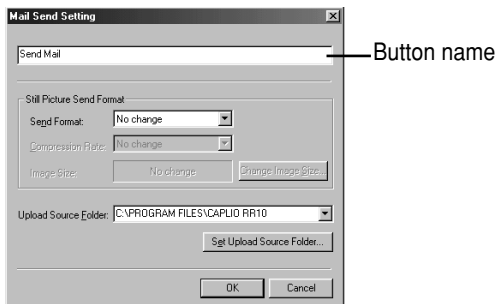
# Note

- When the Mail settings have been made and you move the mouse onto the Send Mail button in the RICOH Gate window, the name that you have entered will be displayed.



The [Mail Send Setting] dialog will be displayed.

## 2 Enter the button name.



See “Mail Send Setting Dialog” (p.53).

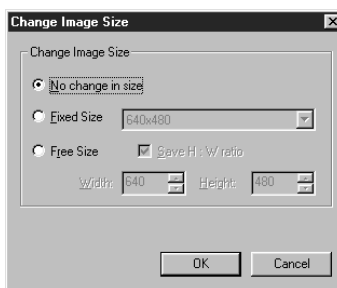
## 3 If you want to change the format of the still picture file to be sent, click on [Send Format] and select the file format.

If you do not want to change the format, proceed to Step 7.

## 4 If you want to change the size of the image, select [Change Image Size].

The [Change Image Size] dialog will be displayed.

## 5 Select [Fixed Size] or [Free Size] and specify the size.



See “Change Image Size Dialog” (p.33).

## 6 Select [OK].

The screen will return to the [Mail Send Setting] dialog.

## 7 If you want to change the source folder, select [Set Upload Source Folder].

The [Browse for Folder] dialog will be displayed.

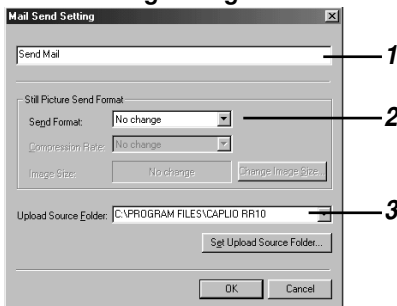
## 8 Choose the source folder and select [OK].



■ See “Browse for Folder Dialog” (p.33).

The screen will return to the [Mail Send Setting] dialog.

## Mail Send Setting Dialog



### 1 Button Name

Assign a name of the button. The name will be displayed when you move the mouse onto the Send Mail button.

### 2 Change Size of Still Picture

If you select [No change], the compression rate and mode will remain the same as when the image was recorded.

If you want to change the size, click on [Change Image Size] to display the [Change Image Size] dialog and specify the size.

■ See “Change Image Size Dialog” (p.33).

### Note

- In the default settings, the source folder is the folder in which the Caplio RR10 Software has been installed.

Note

- The default mail size setting is 1024KB.

Note

- You can also display the RICOH Gate menu by clicking on the RICOH Gate icon on the task bar with the right mouse button.

### 3 Upload Source Folder

Select the folder to be displayed first when the [Send Mail] dialog is displayed. Enter the folder path directly in the space provided, or click on [Set Upload Source Folder] and choose the appropriate folder in the [Browse for Folder] dialog that will be displayed.

The default setting is the folder in which the Caplio RR10 Software is installed.

## Setting the Mail Size

You can set whether a warning message will be displayed before mail is sent if the total size of the mail exceeds the specified size.

### 1 Click on in the RICOH Gate window.

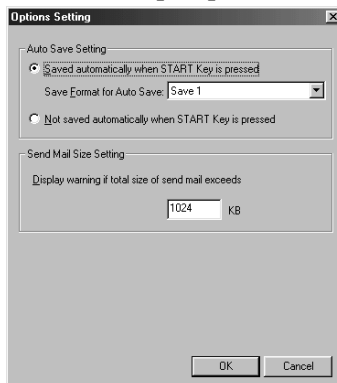
The RICOH Gate menu will be displayed.

### 2 Select [Options Setting...].



The [Options Setting] dialog will be displayed.

### 3 Enter the mail size in the space provided and select [OK].



The mail size setting will be saved.





# Starting Up an Application

By registering the application that you want to use on the RICOH Gate button, you can start up the application from the RICOH Gate window

## Setting the Application

You can register the application you want to start up on the Application 1 or Application 2 button.

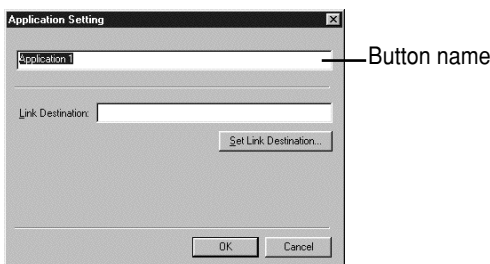
- 1 Click on  or  in the RICOH Gate window with the right mouse button and select [Setting...].

▣ See “Functions of the RICOH Gate Buttons” (p.25).



The [Application Setting] dialog will be displayed.

- 2 Enter the button name.

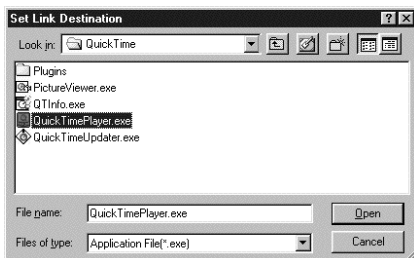


▣ See “Application Setting Dialog” (p.56).

- 3 Click on [Set Link Destination...].

The [Set Link Destination] dialog will be displayed.

- 4 Choose the application and select [OK].

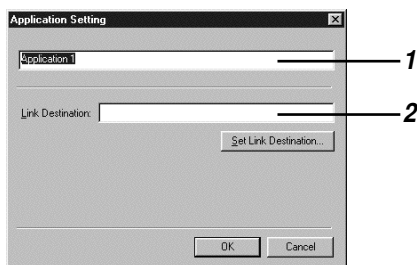


▣ See “Set Link Destination Dialog” (p.56).

### Note

- When the Application settings have been made and you move the mouse onto the Application button in the RICOH Gate window, the name that you have entered will be displayed.

## Application Setting Dialog



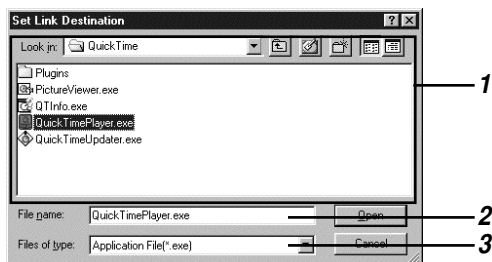
### 1 Button Name

Assign a name to the Application button. The name will be displayed when you move the mouse onto the button in the RICOH Gate window.

### 2 Link Destination

Specify the folder to be displayed first when you press the Application button. Enter the folder path directly in the space provided, or select [Set Link Destination] and choose the desired application from the [Set Link Destination] dialog that will be displayed.

## Set Link Destination Dialog



### 1 File Location and File List

Specify the location of the application that you want to start up.

### 2 File name

When you choose an application to start up, the file name is displayed.

### 3 Files of type

Application files (\*.exe) can be selected. Only application files will be displayed.

## Starting Up the Application

You can start up the application using the RICOH Gate buttons.

### **1** Click on or in the RICOH Gate window.

▣ See “*Functions of the RICOH Gate Buttons*” (p.25).

The registered application will start up.

## Other Functions

### Turning the Camera Off

When the camera is connected to the PC, you can turn the camera off using the RICOH Gate Camera Off button.

#### 1 Click on in the RICOH Gate window.

■ See “Functions of the RICOH Gate Buttons” (p.25).

The camera will turn off. When the camera is placed on the RICOH BASE, it is put in charging mode.

### Displaying and Setting Camera Information (Camera Property)

When the camera is connected to the PC, you can display and check the name of the photographer preset in the camera.

#### 1 Click on in the RICOH Gate window.

The RICOH Gate menu will be displayed.

#### 2 Select [Camera Property...].



The [Camera Property] dialog will be displayed.

#### 3 Check the name of the photographer and select [OK].

#### Note

- You can also display the RICOH Gate menu by clicking on the RICOH Gate icon on the task bar with the right mouse button.

#### Note

- You can enter the name of the photographer in up to 16 ASCII characters. See “About ASCII” (p.60).

## Changing the RICOH Gate Design

You can change the design of the RICOH Gate window. You can choose from two designs (casual and formal) in addition to the default design (basic).

### 1 Click on in the RICOH Gate window.

The RICOH Gate menu will be displayed.

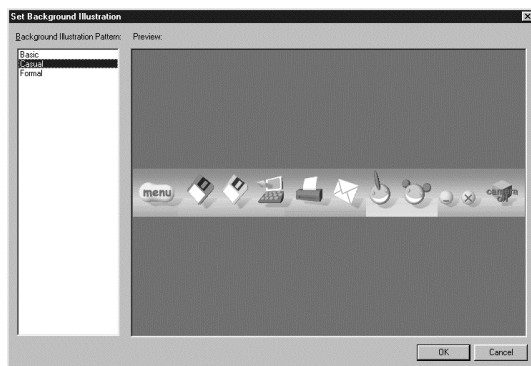
### 2 Select [Set Background Illustration...].



The [Set Background Illustration] dialog will be displayed.

### 3 Choose a name from [Background Illustration Pattern] on the left and select [OK].

When you have selected the name, a preview of the illustration will be displayed on the right.



The design of the RICOH Gate window will be changed.



- You can also display the RICOH Gate menu by clicking on the RICOH Gate icon on the task bar with the right mouse button.

#### Note

- You can also display the RICOH Gate menu by clicking on the RICOH Gate icon on the task bar with the right mouse button.

## Displaying the RICOH Gate Version

You can display information on the RICOH Gate version.

### 1 Click on in the RICOH Gate window.

The RICOH Gate menu will be displayed.

### 2 Select [About the RICOH Gate...].



The [RICOH Gate Version information] dialog will be displayed.

### 3 Select [OK].

#### Tips

#### About ASCII

ASCII is a set of common computer characters that enable messages and data to be exchanged between different types of computer. In addition to uppercase and lowercase letters [A-Z] and [a-z], numbers [0-9] and special symbols such as [+\*/\$%&! ] etc., ASCII includes a code for control data, such as Return and Tab. As this is an English language standard, two-byte letters and numbers are not included. As ASCII is used on nearly all PCs, data can be transferred easily between computers.

This section explains about using motion picture (AVI) files taken with the camera on another application, and about the RICOH Gate menus.

## ..... Using Motion Pictures Taken with the Camera

By converting the format of motion picture files taken with the camera using video editing software before saving them, you can play them on Windows Media Player or use them with other Windows applications (PowerPoint, etc.). AVI files (MotionJPEG) can be converted into MPEG files using MGI VideoWave on the CD-ROM supplied.

▣ See “View CD-ROM”(p.9).

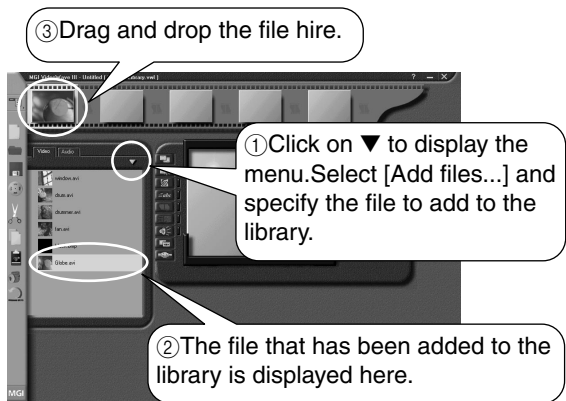
### Converting Files Using MGI VideoWave

You can download motion picture files recorded with the camera to MGI VideoWave and save them as MPEG format files.

▣ See “Automatically Saving Files Using the START Key”(p.35).  
See “Saving Data Using the Save Buttons”(p.27).

#### **1 Start up MGI VideoWave and download the motion picture file.**

Add the motion picture file to the library and drag and drop it into the story line.



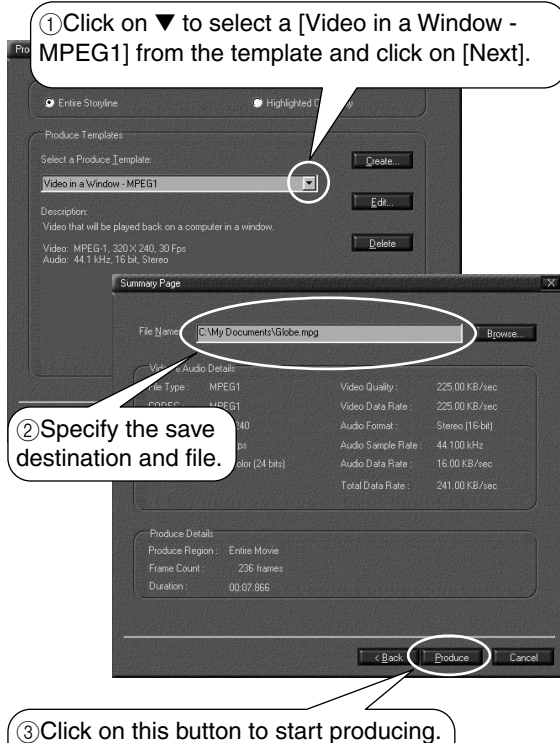
---

**2** Click on  (Produce Video button) in the tool bar.

---

**3** Select [Video in a Window-MPEG1] from the template and enter the save location and file name.





Video producing will start and the video will be displayed on the viewing screen.



#### Note

- The frame resolution of motion pictures recorded with the camera is  $320 \times 240$ . Even if you select a higher resolution than this, the image quality will not improve.
- For details of MGI VideoWave functions and operation, refer to the PDF supplied with the software or to the Help section.

## Using the Caplio RR10 as a Web Camera

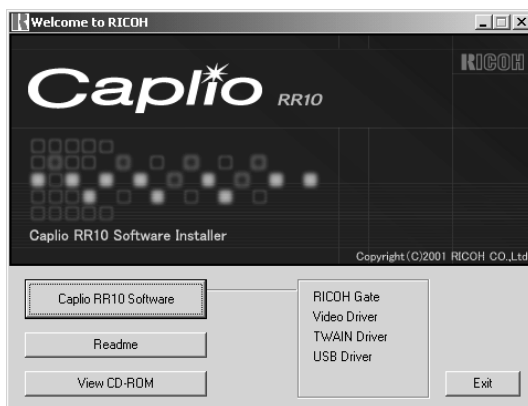
You can use the camera as a web camera (video capture camera).

MGI VideoWave contained in the CD-ROM supplied with the camera is used in the explanations given here.

### Before Using the Video Capture Function

The following preparations are necessary using MGI VideoWave before you can use the video capture function.

#### 1 Insert the CD-ROM supplied with the camera in the CD-ROM drive and install USB Driver, Video Driver and MGI VideoWave.



#### Note

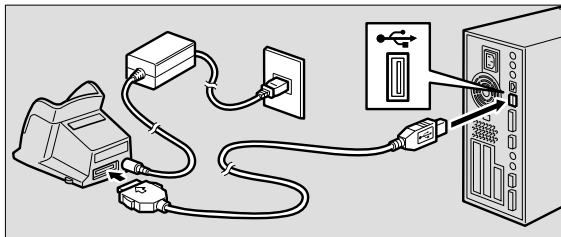
- If you performed standard installation of the Caplio RR10 Software, the USB Driver is already installed.
- Select [View CD-ROM] and install MGI Video Wave from the MGI folder.

■ See “View CD-ROM”(p.9).

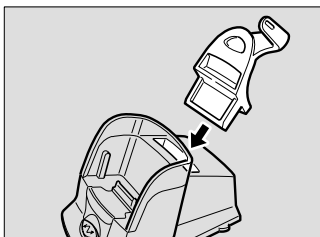
See “To Install the Software”(p.11).


See “To install only the software you need”(p.13).

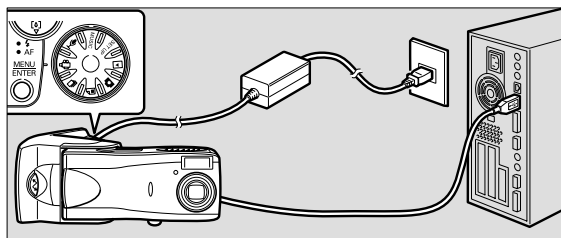
- 2** Connect the AC adapter to the RICOH BASE and connect the RICOH BASE to the PC with the USB cable.



- 3** Attach the arm to the RICOH BASE.



- 4** Set the mode dial on the camera to  (motion picture) and place the camera on the RICOH BASE.



- 5** Press the START key  on the RICOH BASE.

- 6** Aim the camera at the subject and adjust the direction and angle.



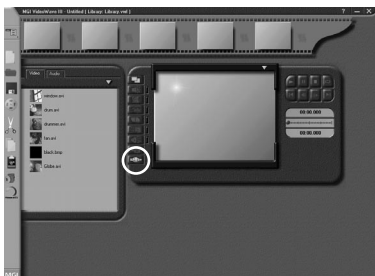
- Remove the camera from the RICOH BASE before turning the camera off.

# Capturing Video Images

## 1 Start up MGI VideoWave.

The initial MGI VideoWave screen will be displayed.

## 2 Click on the Capture button from the mode selector on the left of the viewing screen.



The image from the camera will be displayed in the viewing screen.

### Note

- If the camera is not correctly set in web camera mode, the Capture button will be dimly lit and will not function when clicked. Check whether the USB Driver and Video Driver have been correctly installed, and whether the camera is correctly connected to the PC.

## 3 Click on the appropriate button from [Start Capture] in the Capture panel.

[Video + Audio] Image and sound are recorded simultaneously. Only the image (without sound) is sent from the camera (Caplio RR10). To record sound, a commercially available microphone is needed.

[Video] Only the image is recorded.

[Audio] Only sound is recorded. Only the image (without sound) is sent from the camera (Caplio RR10). A commercially available microphone is needed.



The button switches to [Stop] during video capture. If you click on the [Stop] button, video capture stops and the image is registered in the library or saved in the directory, as specified in the Capture Settings dialog.

## Changing the Capture Settings

If the PC was connected to other video capture equipment, the MGI VideoWave Capture Setting must be changed to the camera (Caplio RR10). Settings related to registering in the library and saving in the directory are also made in the Capture Settings.

If the equipment specified in the Capture Settings is different to the equipment actually connected, you cannot capture video images.

### 1 Click on the [Settings...] button in the Capture panel.



The [Capture Settings] dialog will be displayed.

## 2 Click on the [Source] tab and select [Caplio RR10 Video for Windows] from the video capture devices.



When you click on the [Preferences...] button, the [Preferences] dialog will be displayed and you can specify whether you want the image to be registered in the library or saved in the directory.

.....

If the camera is not functioning normally, follow the procedure below.

## If the Camera Does Not Function Normally

Follow the steps below in order and check whether the necessary preparations have been performed correctly.

### 1. Check the connections


■ **AC adapter**

- Is the adapter properly connected to the camera or the RICOH BASE?
- Is it inserted properly into the electric outlet?

■ **USB cable**

- Is the USB cable properly connected to the camera or the RICOH BASE?
- Is it properly connected to the USB port on the PC?

## ■ Camera

- If you are using the RICOH BASE, is the camera properly connected?
- If the camera is connected to the PC, has the camera been turned on?
- Is the mode dial on the camera set to a mode other than  (motion picture)?

► See “Connecting the Camera to a PC”(p.21).

## 2. Checking installation

## ■ Installation

- Has installation of the Caplio RR10 Software been performed properly?

### 3. Remedy

If the results of steps 1 and 2 above are all normal but the camera still does not function properly, try the following measures.

## ■ Remedy 1

## 1 Delete the Caplio RR10 Software.

▶ See “Uninstalling the Software”(p.15).

## 2 Reinstall the Caplio RR10 Software.

► See “To install the Caplio RR10 Software”(p.11).

### 3 Check whether the camera functions normally.

#### ■ Remedy 2

If the camera still does not function normally after Remedy 1 has been performed, try the following.

#### 1 Delete the driver.

❑ See “Deleting the Driver”(p.70).

#### 2 Delete the Caplio RR10 Software.

❑ See “Uninstalling the Software”(p.15).

#### 3 Reinstall the Caplio RR10 Software.

❑ See “To install the Caplio RR10 Software”(p.11).

## Deleting the Driver

If the USB Driver or Video Driver does not function normally, follow the instructions below to delete the driver.



- Exit all active application software and save important data before uninstalling the software.
- Disconnect any other USB equipment or Plug & Play devices that have been connected.

### ■ Deleting the USB Driver

#### 1 Connect the camera to the PC using the USB cable.

❑ See “Connecting the RICOH BASE to a PC”(p.19).  
See “Connecting the Camera to a PC”(p.21).

#### 2 Turn the PC on and start up Windows.

#### 3 Turn the camera on.

#### 4 Click on [Start] on the Windows task bar.

#### 5 Move the pointer to [Settings] and select [Control Panel].

The control panel will be displayed.



## 6 Double click on the [System] icon.



The [System Properties] dialog box will be displayed.

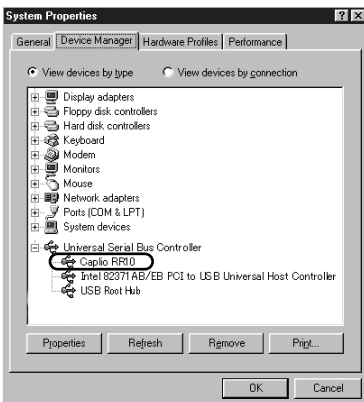
### Note

- The screens used in the examples are taken from Windows 98.
- Operation is the same for Windows98SE and WindowsMe.
- For Windows2000, select the [Hardware] tab in the [System Properties] dialog box and click on the [Device Manager] button.

## 7 Click on the [Device Manager] tab.

## 8 Click on the plus sign (+) on the left of [Universal Serial Bus Controllers].

## 9 Select [Caplio RR10] and click on [Remove].



### Note

- If the USB Driver is not correctly identified and is regarded as an unidentified device, an exclamation mark [!] will be displayed on the left of the name of the device. Delete all unidentified devices [!].

The confirmation message will be displayed.

## 10 Click on [OK].



## ■ Deleting the Video Driver

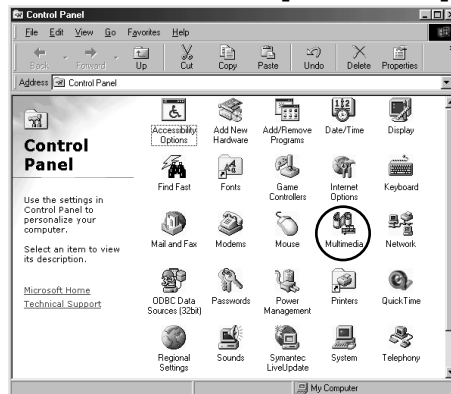
### 1 Turn the PC on and start up Windows.

### 2 Click on [Start] on the Windows task bar.

### 3 Move the pointer to [Settings] and click on [Control Panel].

The control panel will be displayed.

### 4 Double click on the [Multimedia] icon.



The [Multimedia Properties] dialog box will be displayed.

#### Note

- The screens used in the examples here are taken from Windows98.
- Operation is the same for Windows98SE and WindowsMe ([Sound and Multimedia] icon).

- For Windows2000, double click on the [Sound and Multimedia] icon and select the [Hardware] tab in the [Sound and Multimedia Properties] dialog box. Delete CPL10JPG [JPEG], CPL10JPG [MPEG] and Caplio RR10 for Windows devices.

---

**5 Click on the [Devices] tab.**

---

**6 Click on the plus sign (+) on the left of [Video Compression Codecs].**

---

**7 Select [CPL10JPG [JPEG]] and [CPL10JPG [MPEG]] and click on the [Properties] button.**

The property screen for the selected device will be displayed.

---

**8 Click on the [Remove] button.**

The screen will return to the [Multimedia Properties] dialog box.

---

**9 Click on the plus sign (+) on the left of [Video Capture Device].**

---

**10 Select [Caplio RR10 for Windows] and click on the [Properties] button.**

The property screen for the selected device will be displayed.

---

**11 Click on the [Remove] button.**



# RICOH Gate Menus

## RICOH Gate Menus

Options Setting...
Set Background Illustration...
Camera Property...
About the RICOH Gate...
Exit RICOH Gate...

### Options Setting

This menu is for setting Automatic Save using the START key on the RICOH BASE and the mail size when sending an image as an attachment using the RICOH Gate Send Mail button.

### Set Background Illustration

This menu is for changing the background illustration of the RICOH Gate window.

### Camera Property

This menu is for displaying information about the camera connected to the PC.

### About the RICOH Gate

This menu explains about RICOH Gate and displays the version.

### Exit RICOH Gate

This menu is for exiting RICOH Gate.

## Setup Menu for Each Button

You can set the functions of the Save 1, Save 2, Upload, Print, Send Mail, Application 1 and Application 2 buttons.

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